



Secretary of State
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Schedule # 2001-0040-01
Effective Date 11/16/2001

Record Series Title: Routine Maintenance General Operations Records

Retention Requirement: District offices: Temporary records. Retain three (3) years.
If litigation claim or audit is started before the expiration of the 3 year period. The records shall be retained until all litigations, laws or audit findings involving the records have been resolved.

Area Offices: Temporary Records. Retain one (1) year.

The above retention period is consistent with the requirement of The GA Records Act (OCGA 50-18-90 et Seq).

Recommended by: Andrew S. Taylor 12-11-01
Andrew S. Taylor RIMS Assistant Director Date

The SRC approves this recommended retention period for the named records series.

Signed: David W. Carmicheal 12/13/01
David W. Carmicheal, SOS Designee Date

STATE OF GEORGIA
RECORDS RETENTION SCHEDULE APPLICATION

<i>The Retention Schedule Program will enter this data:</i>	<table style="width: 100%; border: none;"><tr><td style="width: 30%;">Sheet:</td><td>1 of 2</td></tr><tr><td>Schedule #:</td><td>2001-0040-01</td></tr><tr><td>Effective Date:</td><td>11/16/2001</td></tr></table>	Sheet:	1 of 2	Schedule #:	2001-0040-01	Effective Date:	11/16/2001
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(Agency use)

(Archives use)

<p>Date Sent:</p> <p>Applicant: Department of Transportation Address: #2 Capitol Square. SW Atlanta, GA 30334-1002</p> <p>Creating Office: Office of Maintenance</p> <p>Application Type: New</p> <p>Class: Individual</p> <p>Series Title: Routine Maintenance General Operations Records</p> <p>Dates of Series: 1995 and continuing Access: Open</p> <p>Function Documented: The daily operations of the Office of Maintenance is responsible for the maintenance of roadways and bridges, conducting bridge inspections, operating asphalt plants, sign shops and an emergency operations center, and other maintenance activities on roadways and bridges.</p> <p>Consists of: Reports and other information on the Wildflower Program Worksite Safety Inspections, UST Petroleum (underground fuel storage tanks), tree trimming, shoulder clipping, shoulder building, sign replacement, and prison crew reports. Copies of the reports are filed in both the Area Office and the District Office which the operations occurred.</p> <p>Media: Paper</p> <p>Arrangement: By date and title of report</p> <p>Indexed by: Title of Report and Date</p> <p>Retention Requirement: State Law or Regulation: Three (3) years: GA Rules 391-3-15 Federal Law or Regulation: Three (3) years: Federal Highway Project Manual, Vol 1, Chapter 6 Sect. 2 Administrative Need: Three (3) years</p>	<p>Date Received: October 25, 2001 Agency Code: 0484</p> <p>Phone: 404 656-6168 FAX: 404 656-0909 Email: martha.lamb@dot.state.ga.us</p>
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STATE OF GEORGIA
RECORDS RETENTION SCHEDULE APPLICATION

<i>The Retention Schedule Program will enter this data:</i>	Sheet: Schedule #: Effective Date:	1 of 2 2001-0040-01 11/16/2001
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Cutoff Event: Fiscal year

Total Retention: District offices: Temporary Record. Retain three (3) years
If litigation claim or audit is started before the expiration of the 3 year period. The records shall be retained until all litigations, laws or audit findings involving the records have been resolved.

Area Offices: Temporary Record. Retain one (1) year.

The above retention period is consistent with the requirements of the Georgia Records Act (O.C.G.A. § 50-18-90 et seq.). We submit this retention schedule to the State Records Committee with the recommendation that it be approved for the named record series.

Authorized by: Buddy Gratton 11/09/01
Buddy Gratton, State Maintenance Engineer Date

Concur: Sandra Burgess 11/09/01
Sandra Burgess, Legal Services Date

Submitted by: Martha B. Lamb 11/09/01
Martha B. Lamb, Records Management Officer Date